



# Saffer Cooper

Consultancy

<b>Position:</b>	<b>Development Manager</b>
<b>Employer:</b>	Saffer Cooper Consultancy Ltd
<b>Location:</b>	Suite 206, Ashton Old Baths, Ashton Under Lyne OL6 7FW
<b>Salary:</b>	Very competitive (subject to experience).
<b>Hours:</b>	9.00am – 5.00pm, Monday to Friday, 37 hours per week (The role will demand flexibility of time)
<b>Status:</b>	Permanent subject to probationary period of 6 months
<b>Holidays:</b>	24 working days per annum (5 day working week) plus bank holidays. (Increasing to 28 days following successful probation).
<b>Pension:</b>	The company belongs to the NEST pension scheme which the successful candidate would be entitled to join. This is an Employer and Employee contribution scheme.
<b>Closing date for applications:</b>	Friday 20 <sup>th</sup> July 2018
<b>Provisional interview date:</b>	Thursday 26 <sup>th</sup> July 2018.
<b>Commencement date:</b>	To be confirmed.
<b>Probation period and references:</b>	Please note that any offer made and any subsequent employment is subject to a six month probationary period and to us receiving two satisfactory references, one of whom should be your current or most recent employer.
<b>Eligibility to work in the UK:</b>	The successful applicant will be responsible for producing proof of entitlement to work in the UK before employment can commence.
<b>Summary of the role:</b>	<p>We need someone to join our growing practice based in Manchester. We are fortunate to have a wide range of clients from large RP's, to housing consortiums, to small but wonderful almshouses and everything in between.</p> <p>The role will demand the upmost flexibility and willingness to travel and adapt. This is not a standard 9 – 5 Development Manager role.</p> <p>We want someone who will fit into our brilliant team and who will continue to cherish the respect and trust of our clients.</p>



## **What do we require from you?**

### **As a person**

To be completely professional at all times.

To ensure that everything you do builds on the good name of the business.

To enjoy coming to work and to give 100% at all times.

To bring innovation, ideas and brilliance to the business.

### **As a business representative**

To do everything you can to provide a brilliant service to all our clients at all times.

To deliver a first class Development Manager service to all of our clients at all times.

To maintain existing and develop new contacts and relationships with clients.

To think about every pound of clients' money as if it were your own.

### **On behalf of clients**

Provide comprehensive project management to ensure delivery and financial targets are achieved.

To procure and manage external consultant teams of architects, engineers and employers agents.

Be able to professionally review consultant's proposals to ensure compliance with the clients financial and contract criteria using skill and judgement.

In conjunction with consultant teams, manage the procurement of contractors in accordance with clients' requirements.

Provide first class project management of schemes on site to ensure compliance with CDM Regulations; relevant H&S legislation; planning and building regulations.

To ensure that at all times all Homes England matters such as audit requirements, regulations and IMS matters are adhered to.

Prepare and present easy to understand, clear, concise reports for clients including use of Land Insight information.

Prepare and present financial appraisals using ProVal software and manage ongoing project cashflows using Sequel software.

### **When based at clients offices**

To be completely flexible in order to best meet their needs.

To be adaptable and prepared to travel.

To be alive to the culture of the business and adapt accordingly.

To be a brilliant representative of Saffer Cooper.

To be able to travel to clients' offices and sites to meet business needs.

### **Dealing with key stakeholders**

To liaise with Homes England in respect of grant funding submissions, use of the Homes England IMS system to progress projects with thoroughness and accuracy.

To represent Saffer Cooper where necessary at meetings with JV North consortium, Almshouse Consortium Ltd, local authorities, Homes England and other stakeholders (this may be outside normal working hours).

### **In terms of key personal skills**

Superb time keeping

Total transparency

Complete authenticity

High personal pride

Consistent thoroughness

<b>CRITERIA</b>	<b>ESSENTIAL / DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>QUALIFICATIONS</b>		
Qualification demonstrating sound literacy & numerical skills (GCSE English & Maths A-C or equivalent)	E	Application Form/Certificate
Degree	D	Application Form/Certificate
Surveying qualification (RICS)	D	Application Form/Certificate
<b>SKILLS / EXPERIENCE</b>		
Experience in property development & project management	E	Application Form/Interview
Experience in land acquisition	E	Application Form/Interview
Knowledge of surveying (valuation)	E	Application Form/Interview
Proven track record of developing and sustaining effective partnerships	E	Application Form/Interview
Ability to build & maintain good working relationships with clients, departments and external agencies	E	Application Form/Interview
Ability to undertake financial appraisals and analyse financial information and to present accordingly	E	Application Form/Interview
Ability to achieve delivery & financial targets	E	Application Form/Interview
Ability to be creative and innovative with a commercial approach	E	Application Form/Interview
Excellent attendance & punctuality record	E	Application Form/Interview
Knowledge of Homes England Capital Funding Guide	D	Application Form/Interview
Comprehensive knowledge of Homes England IMS system and audit requirements	E	Application Form/Interview
<b>COMPETENCIES</b>		
Willingness to travel	E	Interview
Strong professional appearance	E	Application Form/Interview
Ability to communicate effectively	E	Application Form/Interview
Problem solving ability	E	Application Form/Interview
Resilient /able to work under pressure	E	Application Form/Interview
Good negotiation skills	E	Application Form/Interview



## **How to apply?**

Send a completed CV marked Private and Confidential to Mr Sean Stafford email address [sean@saffercooper.com](mailto:sean@saffercooper.com)

We must have this by **Friday 20<sup>th</sup> July 2018 at 5pm**

## **Set out in the document :-**

- Your experience in this field
- Your future career ambitions
- Why you think you are an ideal candidate

## **What happens next?**

We will undertake a thorough review of all applications. We will then select individuals for interview and presentation.